



Job Posting

Job Title: Donor Relations & Event Coordinator
Job Status: Permanent, Full Time, Non-exempt, Hourly
Reports To: Director of Community Engagement

STATEMENT OF THE JOB:

This position is responsible for helping to coordinate organizational events from conception to completion, managing priorities and deadlines in an organized and timely manner, and supporting donor relationships for Gryphon Place.

ESSENTIAL FUNCTIONS:

- Work collaboratively with the Community Engagement team to help create, plan, manage, coordinate, and execute events for the organization
- Responsible for any required pre and post event follow up or needs
- Assist with marketing materials and communicate effectively with the Media & Communications Coordinator
- Process donations, sponsorships, memorials, etc.
- Responsible for maintaining and cleaning up donor database (currently GiftWorks Cloud)
- Process thank you letters for donations
- Assist with sponsorship requests and follow ups
- Responsible for annual appeal dissemination and tracking
- Assist with grant writing and/or editing
- Attend necessary committee meetings and prepare meeting agendas/minutes
- Support CEO with Community Initiative groups
- Support Director of Community Engagement as needed

QUALIFICATIONS AND EXPERIENCE:

- Bachelor's Degree preferred
- Preferably at least one year of experience in nonprofit work
- Evidence of successful event coordination and management required; minimum of one year
- Donation and/or development experience required; minimum of 6 months
- Donor database experience preferred
- Strong writing and proofreading skills required
- Hold a valid Michigan driver's license and have reliable transportation for work purposes and able to lift 40 pounds

KNOWLEDGE / SKILLS / ABILITIES:

- Strong computer skills
- Strong attention to detail
- Ability to work occasional evenings and weekends
- Ability to effectively communicate with staff and promote a positive working environment
- Excellent interpersonal, leadership, time management, project management, and organizational skills
- Ability to work well with all levels of internal management and staff, as well as outside clients and vendors

- Proficient in Microsoft Office Suite
- Ability to shift from one task to another
- Good record keeping skills required
- Ability to handle multiple tasks
- Ability to complete assignments on time and stay on task with minimum direction
- Ability to work independently and exercise good judgment
- Calm demeanor with ability to work well under pressure
- Excellent verbal and written communication skills
- Detail-oriented with the ability to call and be persistent with follow up with vendors
- Creative thinking ability
- High commitment to customer service
- Ability to work independently as well as collaboratively
- Other duties as assigned

PHYSICAL REQUIREMENTS:

This is largely a sedentary role; however, some other physical tasks are required. This would require the ability to sit, bend or stand as necessary as well as require the ability to lift, move or load at least 40lbs.

Apply with resume and cover letter no later than Friday, December 7, 2018.

Mail:
Attention: Lisa Harden
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269-381-0935

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Persons are recruited, hired, assigned and promoted only on the basis of job related criteria and without regard to age, color, familial status, gender, gender identification, marital status, national origin, non-job-related disability, race, religion, sexual orientation, veterans' status.
EOE